

FMISWeb Basics

Version 5.0

[HTTP://cfo.fmis.gsa.gov](http://cfo.fmis.gsa.gov)

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I. Introduction

1. Background:

The Financial Management Information System (FMIS) was developed to meet various requirements identified by the Office of the CFO. An important requirement was to reduce the extensive and labor-intensive manual reconciliation of income, expense, and obligations with reports produced by the National Electronic Accounting and Reporting (NEAR) and Pegasys system.

To accomplish this task, FMIS was designed using PowerBuilder and an Oracle Relational Database Management System (RDBMS) to manage and store the data gathered from NEAR and Pegasys. The Financial Management Information System (FMIS) was developed as an integrated nationwide financial management system to satisfy some of the needs identified in the Financial Information Strategy Plan. The FMIS application program is a series of 'canned' queries designed using the PowerBuilder query design tool by PowerSoft. The program also includes a menu system for easy navigation to the various queries included in the application.

Beginning October 1, 2002, Pegasys became the book of record for GSA and FMIS team was tasked to change its database and query tool to allow users to get data from both Pegasys as well as from the NEAR Renovation Process. FMIS also allows users to retrieve data from prior to the Implementation of Pegasys in the former NEAR format as well as the new Pegasys format.

The most current version of FMIS is FMISWeb, Version 5.0, residing on the Citrix MetaFrame Server located in Central Office in Washington, DC. With this updated version, we have added the following items:

- . New FMIS Query Tool with new screens designed to accommodate Pegasys accounting data element and structures.
- . All query grids allow users to search for Pegasys data in FY2003 and NEAR data of FY2002 and prior without having to switch application
- . VAT Category List allows users to specify general ledgers. Add vendor name to the output report to accommodate the users of Daily Accounting History.
- . Add new Transactions by Document Number to accommodate the unavailability of ACT Number in Pegasys transactions after October 2002
- . Add the NEAR Detail Query Grid to allow users to search for transactions created by the NEAR Renovation Process
- . Correct all the bugs in VAT Search query grid.
- . Edit Process Queries to allow user to review the edits from the NRP Edit Process
- . Pegasys Open Items Detail and Summary Query Grids
- . Pegasys Trial Balance Detail and Summary Query Grids
- . Pegasys Payment History for payments that have been confirmed with schedule and check numbers.

- . SGL-NEAR GL Crosswalk Query Grid
- . Document Type and Transaction Definition Query Grid

The purpose of this document is to go over each menu item and its related query grids or reports.

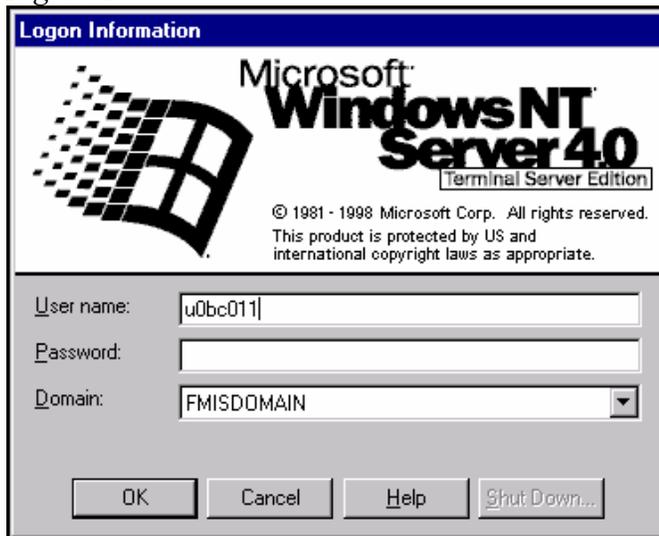
2. Accessing FMISWeb

Users can use FMISWeb via the FMIS Web Page at <http://cfo.fmis.gsa.gov/FMISWeb.html>. Page down to the bottom of the web page and click on the 'Go to FMISWeb' logo.



At the first logon screen, the NT Server Logon, **please use your FMIS id, starting with the letter U (for example, U0BC011) and key your password.**

Figure 1



Once you see the FMIS log on screen, you can proceed to use your FMIS id and Password. When the FMIS application comes up on your screen you will be informed a server application is trying to access your local client files. Please select Full Access and click OK. *You do not have to allow access to local files when asked but if you do not, you will not be able to save results from FMIS to your local workstation.*

NOTE: FMIS is NOT an ad-hoc query design tool where as users can determine the output fields and save the queries that they have created.

The terms FMIS and FMISWeb are used interchangeably through out this document

II. General Information

The Financial Management Information System (FMIS) application contains two basic types of queries: query grids and non-query grids. Query grids resemble spreadsheets (rows and columns of data in cells), in which searches can be performed for any value of any data element. Non-query grids prompt the user to input selection criteria, and return data in various report formats.

Certain fields in the FMIS database have been indexed to improve query response times. Each query for the query grid should contain a specific value (for example, fund code 192X) for at least one indexed field. Non-query grids have been programmed to utilize indexes. Indexes for the tables in the FMIS database can be found by selecting **D**atabase, then choose **I**ndexes in the FMIS application.

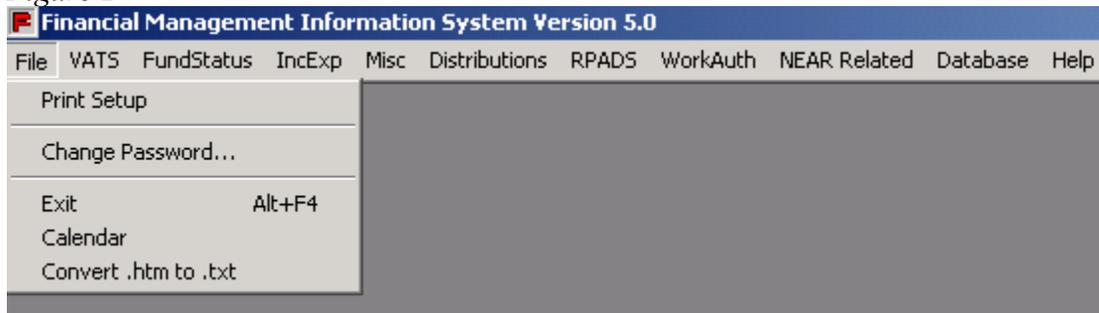
Two wildcard formats are supported by the FMIS application. Wildcards allow the user to search for data that matches certain patterns or contains certain characters. Use of these wildcards will be covered in the “Query Grids” and “Non-query grids” sections:

- % (percent sign) any number of characters, any value
- _ (underscore) one character, any value

Listed below are some of the functions and data available under each of the drop-down menus in the FMIS application:

<i>Menu Name</i>	<i>Function/Data</i>
<u>F</u>ile	Printing Changing password

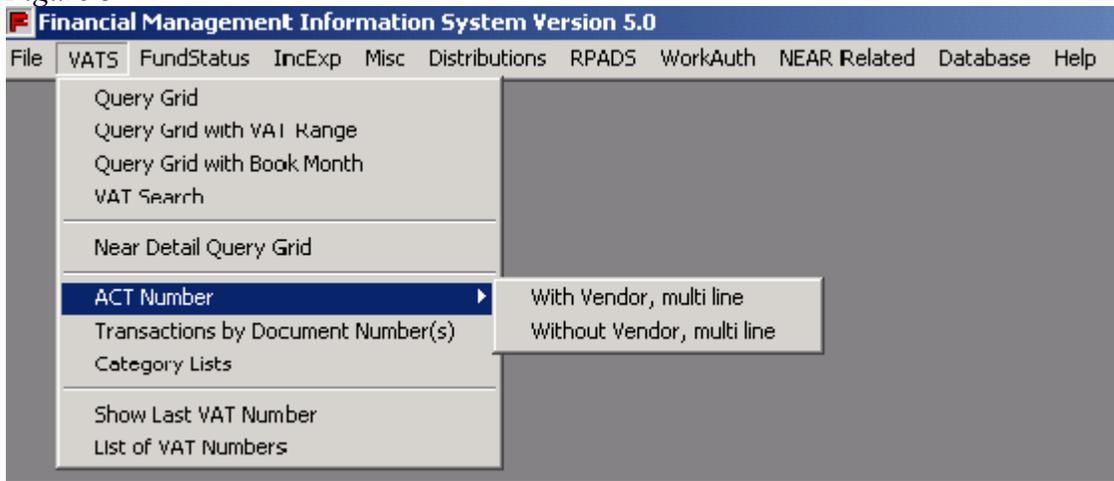
Figure 2



VAT

- Query Grid
- Query Grid with VAT Range
- Query Grid with Book Month
- VAT Search
- NEAR Detail Query Grid
- Transactions by Document Number(s)
- ACT Number
- Category Lists
- List of VAT numbers

Figure 3

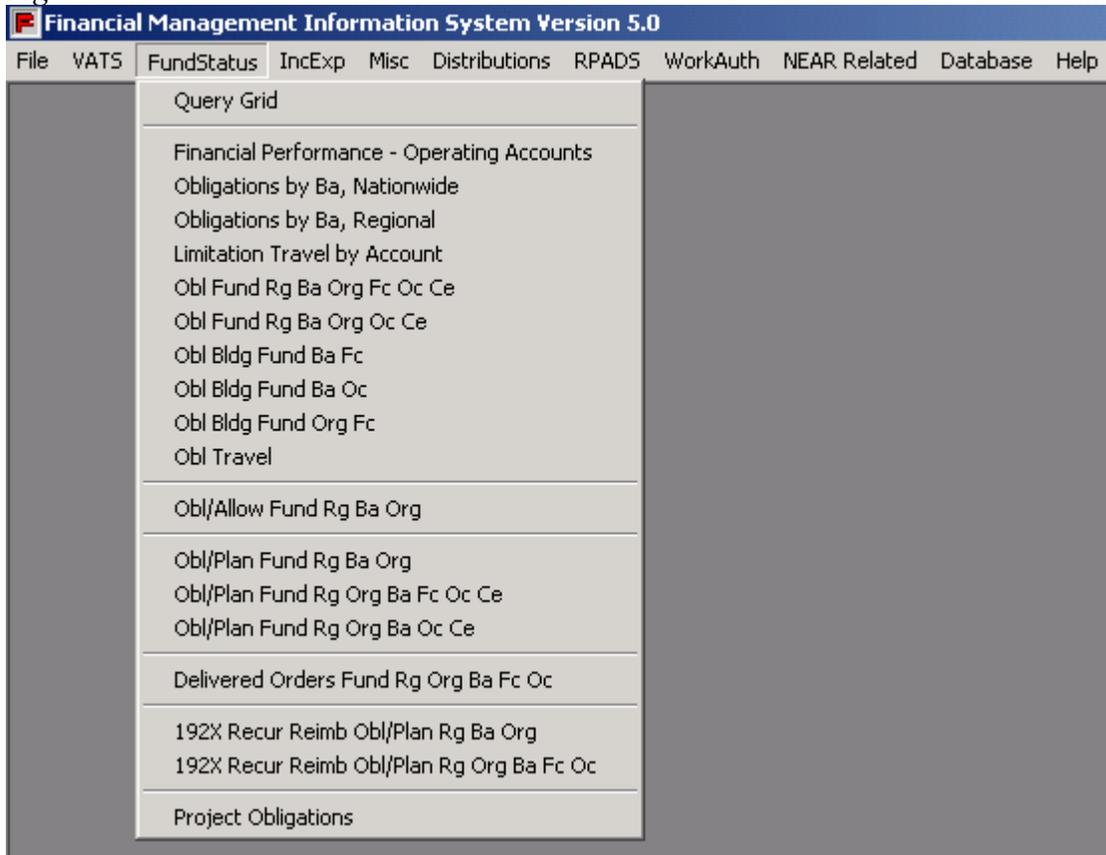


FundStatus

- Obligations
- Delivered orders

|

Figure 4



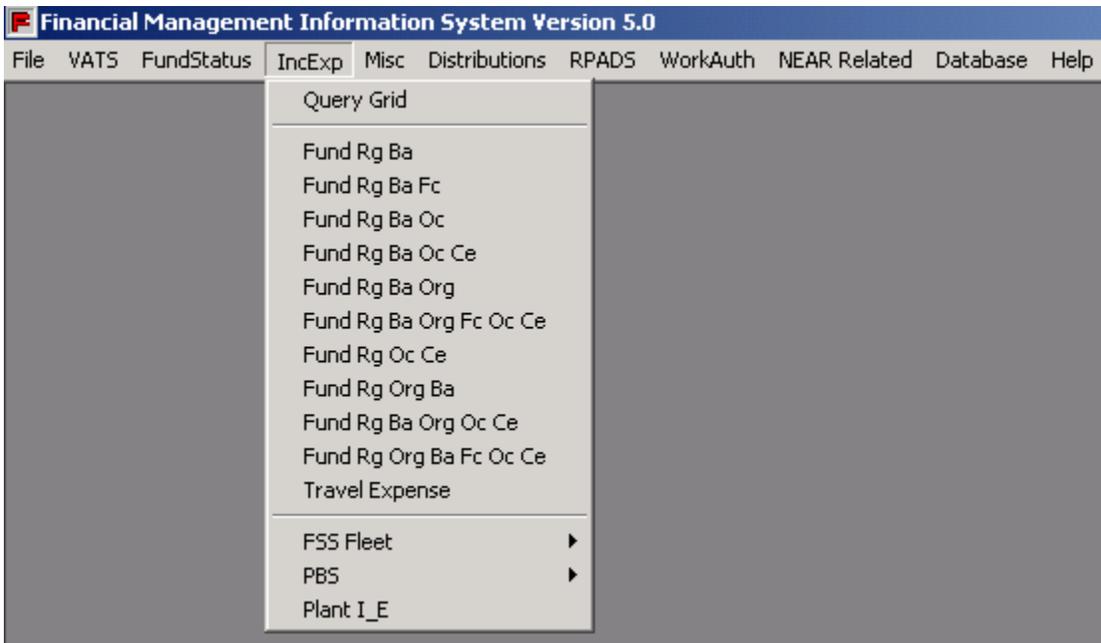
Menu Name

Function/Data

IncExp

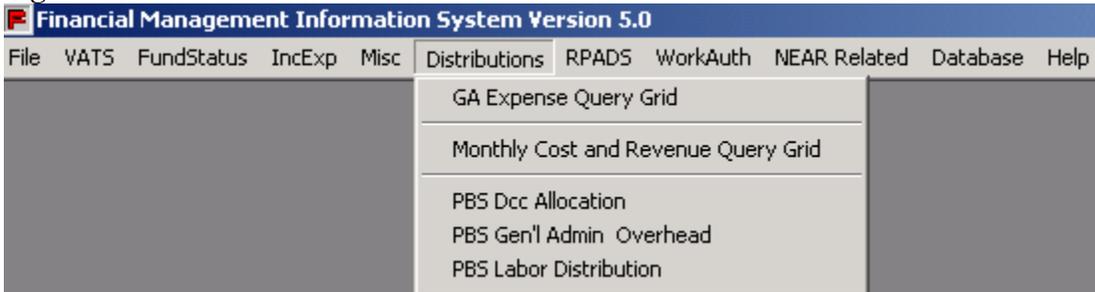
Income Expense Query Grid
 Income Expense canned-queries
 FSS Fleet Income and Expense Query Grid
 PBS Income and Expense by Building

Figure 5



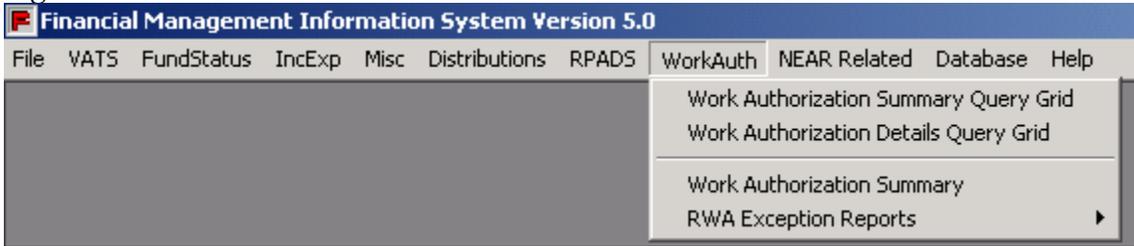
Distributions GA Expense Query Grid
 Cost and Revenue Query Grid
 Distributions for FSS, FTS, PBS

Figure 6



WorkAuth Work Authorization Summary Query Grid
 Work Authorization Detail Query Grid
 Work Authorization Summary
 RWA Exception Reports

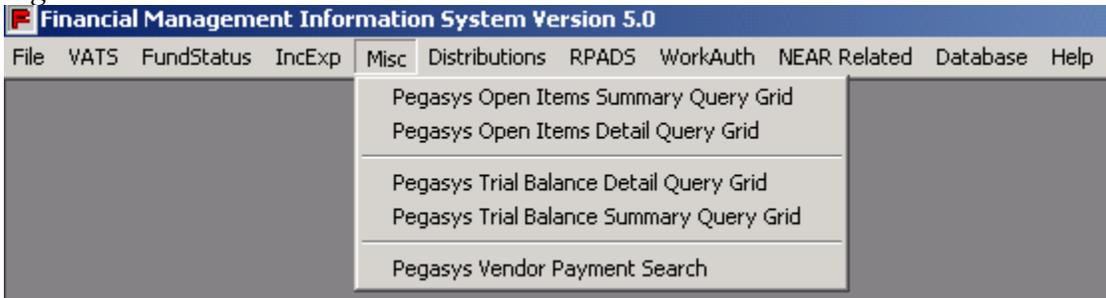
Figure 7



Misc

Pegasys Open Items Summary and Detail
 Pegasys Trial Balance Detail and Summary
 Pegasys Vendor Payment Search

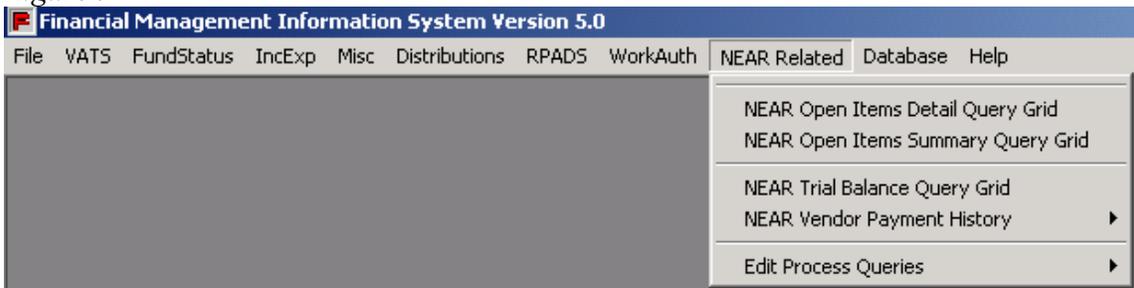
Figure 8



NEAR Related

NEAR Open Items Detail and Summary Query Grids
 NEAR Trial Balance Query Grid
 NEAR Vendor Payment History
 Edit Process Queries

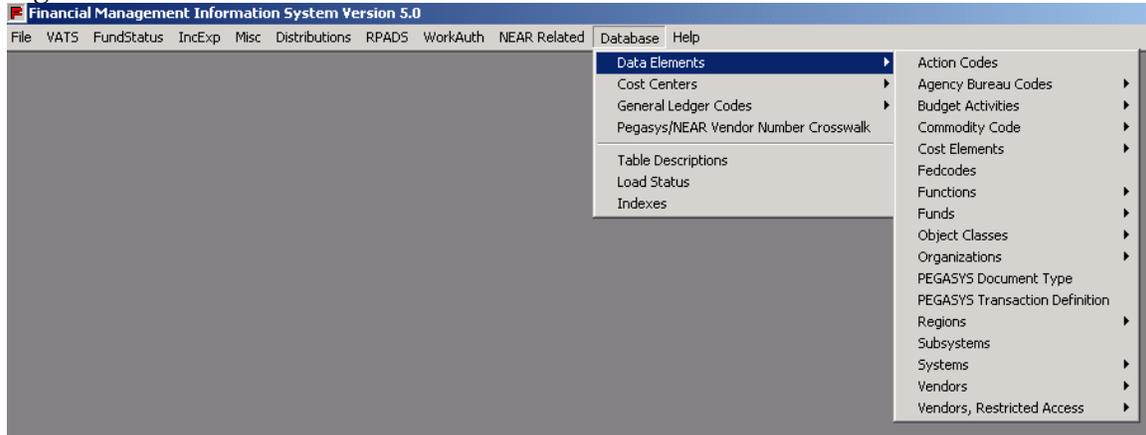
Figure 9



Database

Description files from NEAR and Pegasys
 FMIS tables and data element information for NEAR and Pegasys
 Load status of FMIS tables
 Indexes

Figure 10



III. Query Grids

All query grids in FMIS operate the same way. Each query grid is comprised of columns and rows where you can enter searching criteria. FMIS also supports the use of wildcards (percent sign % and underscore _) to allow user to search for data that matches certain patterns or contains certain characters.

% (percent sign) replaces any number of characters or any value.
For example, in organization code field, **S00B%** will represent any organization code that starts with S00B, the Office of the Chief Financial Officer in Central Office.

_ (underscore) replaces one character of any value
for example, in object class field, **2_** will represent any object class that starts with 2 (as in 21, 22, 23, 25 or 26).

Please note that when using wildcards in any FMIS query grids, the operator LIKE is required. Also, the more wildcards being used, the slower the query will be.

Multiple lines of selection criteria are possible. To also search for the same kind of transactions that have 48% in both general ledger debit and credit, add a second line of full selection criteria below the first line, as shown in Figure 11. Figure 11 is only used to show different combinations of queries you can enter into FMIS Query Grid.

The selection criteria in the query grid will, for example, search for all transactions with GL Debit of 48XX or GL Credit of 48XX and

- . Fund code equal to 142 in Beginning Budget Fiscal Year 2003
- . Budget Activity of GA10 (note that Budget Activity is now four positions
- . Function Code of GAH40 (five positions)
- . Object class codes equal 25

Once, all the desired criteria has been entered, click on Retrieve, and the result will be displayed as in Figure 12.

Figure 11: This screen is only used to show different combination of queries you can do in FMIS Query. By entering all these codes, data may or may not return correctly.

Financial Management Information System Version 5.0 - [VAT QUERY]

File VATS FundStatus IncExp Misc Distributions RPADS WgrkAuth NEAR Related Database Window Help

Print Preview... Save Data Tile Tile Horizontal Layer Cascade Arrange Icons Close Exit Help First Page Previous Page Next Page Last Page

Close Retrieve Clear Grid Cancel Zoom% 100 Top Bottom

FY
 2003 2002 2001 2000 1999

Criteria Entry

BBFY	gcyE	Fund*	BA*	Org Cd*	Func	OC	DE	PegDocNum	Amd	ILn	Aln	TT	Cat	DTyp	RSrc	Event	Debit*	Credit*	A
2003		142	GA10		GAH40 25														
2003		142	GA10		GAH40 25														
								in ('25','26','31')											
								GP0006974					OBLIGATION	PO	GP		like 48%		
																		like 48%	
								RK0000568					ACCRUAL	RC	RK		like 49%		
																		like 49%	
								P7A20020713004657					PAYMENT	PA	P7		like 10%		
																		like 10%	

The use of IN function to search for more than one object classes

BBFY is the Fund Year, defining the Budgeted Fiscal Year. In this case, this line is for Fund 142 in Fiscal Year 2003.

Note that Budget Activity and Function Code in Pegasys contain the two-position prefix.

Figure 12: To get more description on the accounting elements, such as Organization Code, Fund, BA, Object Class, Cost Element, Building, Debit or Credit, double-click on the actual accounting element. In this example, the organization code K00G0100 is being double-clicked.

VAT QUERY

Close Filter Sort New Query Zoom% 100 Top Bottom Row(s) 102

Pegasys VAT Transactions Fiscal Year 2003 Report Date: 11/04/02

BBFY	AgBu	Fund	BA	Org Cd	Func	OC	CE	PegDocNum	Amd	ILn	Aln	TT	Cat	DTyp	RSrc	Event	Entry	Debit	Credit	
PstDat	VAT	WA No	NARA Num	Building	ActNo	Fl	Liq	RefDocNum	Rln	AP	BM	Lt	Misc	WI	DAc	TrsDat	Vendor No	AddrCd		
DocDat	Reg	ProjNo	Alias	Lease	VehTag	SysLoc		RfbyDocNum	Contract Number					CCTR	Subsys	Vendor Name				
EBFY	InReg	IPAC Bill	SchNum	ChekNum	No Chek	User Id		Process Acty	Title						Line Desc					
2003		142	GA10	K00G0100	GAH40	25	516	GP0006974		1	01	PO	GP			SP02	2020	4801	4610	
17-02	290				20833435	2	P		01	10					R		222044311	00001		
17-02	00			GS00GAM0.				RK20021017153	GS00GAM030018								CANON BUSINESS SOLUTION			
	06						Carol A. Farrell						20833435				ANNUAL ON-SITE MAINTENAI			
2003		142	GA10	K00G0100	GAH40	25	516	GP0006974		1	01	PO	GP			SP02	2020	4610	4801	
16-02	289				20833435	2	P		01	10					C		222044311	00001		
16-02	00			GS00GAM0.					GS00GAM030018								CANON BUSINESS SOLUTION			
																		ON-SITE MAINTENAI		
																		4610	4801	
																		33112	00001	
																		R SOLUTIONS, INC.		
																		ON-SITE MAINTENAI		
																		4801	4610	
																		48675	0004	
																		OUNTAIN RECORDS I		
																		OFF-SITE DATA COI		
																		4610	4801	

Code Lookup

Close Print Zoom Up Zoom Down

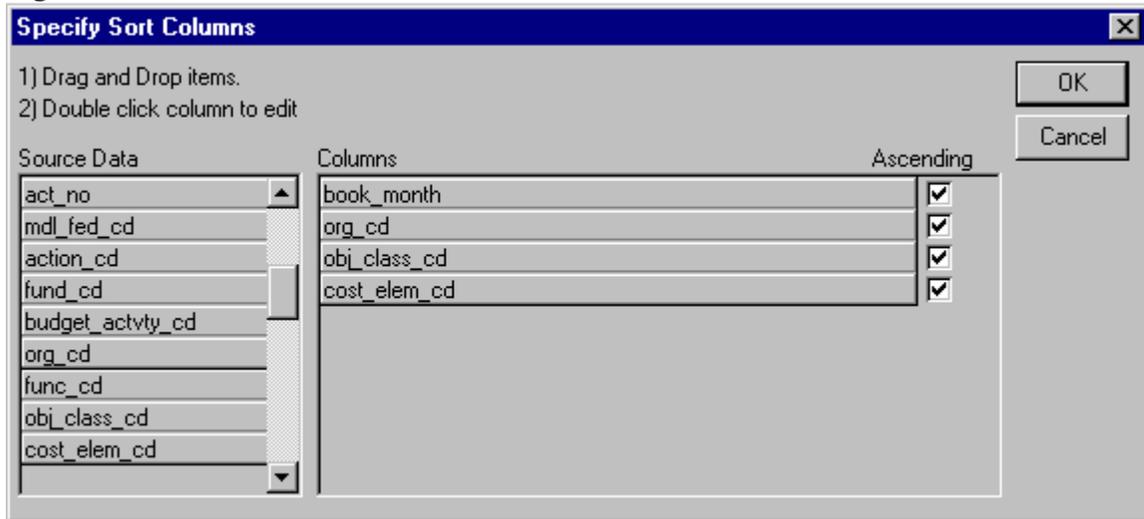
Organization Cd	Organization Nm	Stat
K00G0100	(142) Bd Of Contract Appeal	

Sorting Data:

To sort the data, click on the **Sort** button.

Click and drag the data elements from the left to the empty space on the right. The default is ascending order. Click on the **x** underneath **Ascending** to remove the **x** and make the sort descending.

Figure 14:

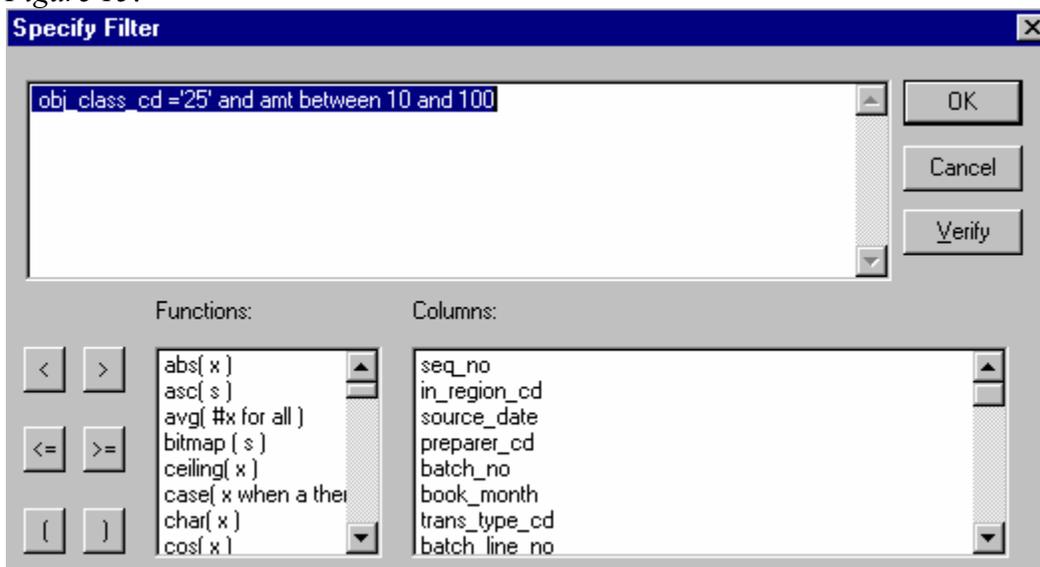


Multiple sorts are also possible. For example, to sort by cost element within object class: drag and drop **obj_class_cd**, then drag and drop **cost_elem_cd** underneath **obj_class_cd**. The number of rows will not change by sorting. When the rows are not sorted, they will be displayed in the same order they came into the database.

Filter Data:

To filter the data, click on the **Filter** button

Figure 15:



To filter the data for object class 25: find **obj_class_cd** in the **Columns** box. Click on it once to paste it into the empty space above the **Columns** box. Type =, a space, a single quotation mark, **25**, and another single quotation mark (as shown in the screen above). You can use either single or double quote, but it has to be consistent.

Filters can be combined. For example, to filter for object class 25 and the amount is between \$10.00 and \$100.00. To filter for object class 26 and 31 use **OR**, as shown in the following example: **obj_class_cd = '26' OR obj_class_cd = '31'**.

Do not use quotation marks with numeric values, like amount. For example, to filter for amounts greater than \$5,000, use the following expression: **amt > 5000**.

Filter expressions are case sensitive. (The rest of the FMIS application is not.) For example, use a capital **P** in organization code, not a lowercase **p**.

Save Data into Spreadsheet:



The rows of data can be saved by selecting **File Save As** or by clicking on the **Save Data** button. The default file format is text with headers.

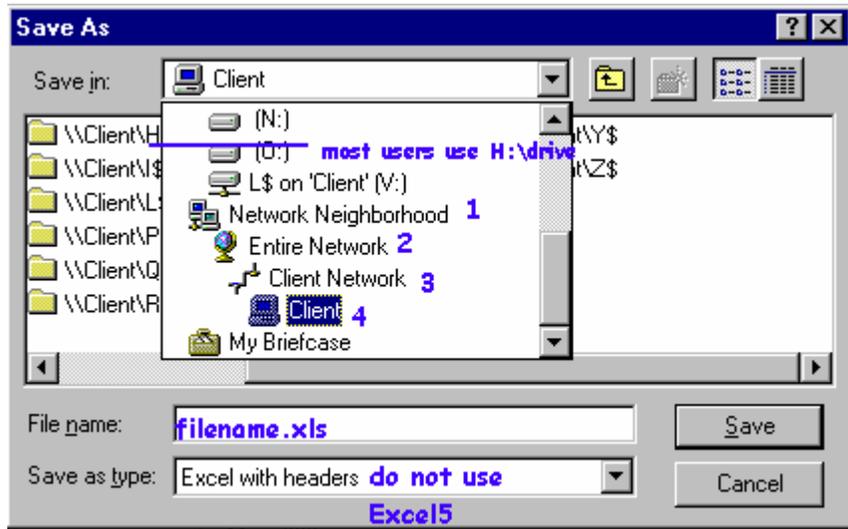
First, change the file type by selecting from the drop-down list labeled **Save as Type** to Excel with Header and make sure that you do not choose Excel5. These saves are taking an unusual amount of time and produce erratic results when loaded into Excel. When saving data in Excel with Header, this format will retain the column heading information for your spreadsheet.

Second, name the file, keeping the file extension the application supplied (**.xls** for MS Excel).

Third, select a directory and/or subdirectory for the file's location. Due to the fact that everyone accesses a centralized server, you may not see your local network directory by default. You can click on Network Neighborhood (1), Entire Network (2), Client Network (3), then Client (4). This should bring back a list of all client's directories. At this point you choose your preferred directory.

Finally, click on the **Save** button. The FMIS data has now been saved.

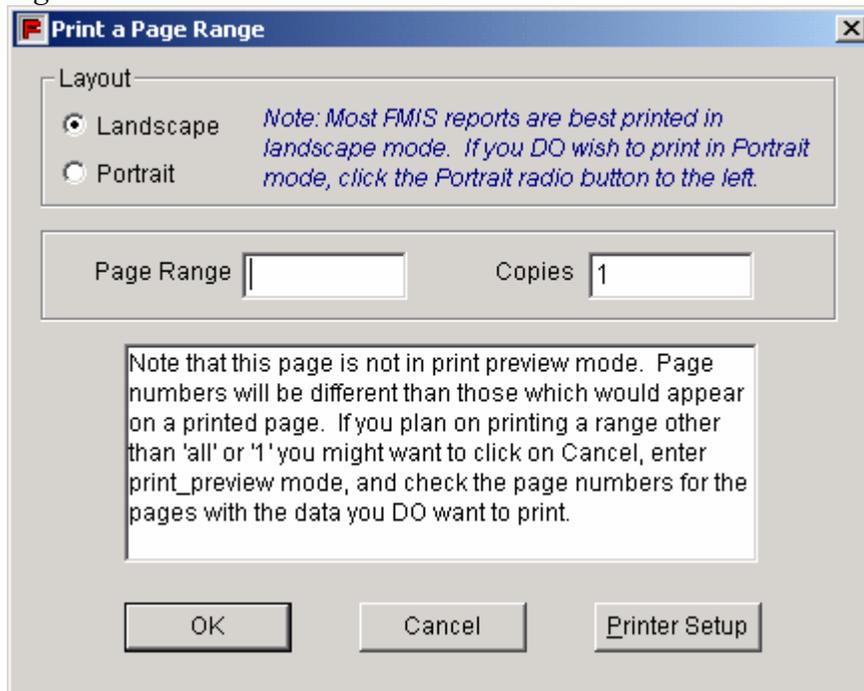
Figure 16:



To Print data or Report:

Click on the Print button or at the main menu, click on File, and choose Print. You will see the following screen:

Figure 17:



New options, Landscape or Portrait buttons, have been added to the printing to allow users to override the defaulted printing mode. You can put in a specific page or a range of pages of report (See the above example).

1. The Pegasys Valid Accounting Transactions (VAT)

Starting October 2002, Pegasys became the book of record and all queries for fiscal year 2003 will display Pegasys data. A similar VAT is being created for each day of activity in Pegasys. Users will be able to query Pegasys transactions via the current FMIS interface. For example, while using the VAT menu item, by clicking on the fiscal year 2003 radio button, users can search for all core accounting transactions in Pegasys. Keep in mind that FMIS will display Pegasys data format.

For example: Budget Activity will have four positions.

Function Code will have five positions

General Ledgers will have up to seven positions.

Major Changes in the new Valid Accounting Transactions (VAT):

- There is no ACT Number generated after October 2002: Each Pegasys spending chain may include of a Purchase Request, Purchase Order, Estimate Accrual, Receipt and Payment. Each of these documents has different document type and different document number. For documents that were processed prior to October 1, 2002, NEAR's ACT Number can still be used to research data. In order to research for the entire chain of the spending, you need to use the VAT query for Transaction by Document Number. This is further explained in *Section III.1: VAT Queries*.
- There is no Action Code for Pegasys accounting transactions to show Commitment, Obligation, Accrual, Payment or Adjustment. Users will need to use the Document Category and the Document Action to derive the phases of spending for on-line document.
 - For Commitment, the Document Category is PR for Purchase Request, IQ for Itemized Purchase Request or TR for Training Request. The SGL for Commitment is 4700.
 - For Obligation, the Document Category is PO for Purchase Order, IO for Itemized Purchase Order and TG for Training Order. The SGLs for Obligation are 4801, 4802, 4901 and 4902.
 - For Accrual, Document Category is RC for Receipt and IC for Itemized Receipt. The SGLs for Accrual are 4901 and 4902.
 - For Payment the Document Category is PA. The SGLs for payment are cash (1010.XX) and expense (61XX)
 - For interface transactions like FEDPAY, TMR and PAR, they will have document category of SV and different document types for different kind of transaction.
- For interface transactions like FEDPAY and PAR, they will have different Document Category as well as Document Types

IV. Non-query Grids:

One of the Non-Query Grids is the VAT Category Lists. You can select transactions without knowing the general ledgers. You will need to enter a few criteria then pick one of the categories (Income, Expense, Obligation, Undelivered Order or PY Recovery). All Non-Query Grids take the preference that you set in Set Preference of the File Menu. You can run the query with book month (defaulted value is current month) or you can put in the VAT range for the period of your interest. If you want to run it for the whole fiscal year, you will need to enter the first vat of the year then the last of the year. To find out the vat number for each fiscal year, go to VAT and List of VAT number from the main menu.

Figure 18

Criteria for VAT Category Lists

INFORMATION: the last VAT number is: 296

Book Month: 06
OR VAT(s): through

Fund: 262X
Budget Activity: %
Org Code: S00B%
RWA (CCA):
Building (CCB):
Project Number:
Function:
Object Class: GL DR/CR:

Enter the criteria desired, then click on the type of data below (or click on 'cancel').

Income
Expense
Obligations
Delivered Ord
PY Recoveries

Reset Cancel

FY
 2003 2002 2001 2000 1999

The selection criteria in the non-query grid selection window above will search for:

- . Records in fiscal year 2003.
- . Fund code equals to 262X
- . Organization codes that begin with S00B; have any value in the fourth, fifth, sixth, seventh, and eighth positions

Please note that when using wildcards *in non-query grids*, the operator *LIKE* is NOT required.

After clicking on the **Obligations** button, results will be in this format.

Figure 19:

GL	Contra	Amount	BBFY	Fund	BA	Org Cd	Func	OC	CE	PegDocNum	Amd IL	
<i>PstDat</i>	<i>VAT</i>	<i>Vendor No</i>	<i>AddrCd</i>	<i>SchNum</i>	<i>RWA No</i>	<i>NARA Num</i>	<i>Building</i>	<i>ActNo</i>	<i>BM</i>	<i>FI</i>	<i>RefDocNum</i>	<i>Rln A</i>
<i>Subsys</i>	<i>Reg</i>	<i>Process Acty</i>	<i>ChekNum</i>	<i>ProjNo</i>	<i>Alias</i>	<i>Lease</i>	<i>VehTag</i>	<i>Liq</i>	<i>SysLoc</i>	<i>RfbyDocNum</i>	<i>Contract</i>	<i>Title</i>
<i>Vendor Name</i>			<i>WI</i>	<i>AgcyBu</i>	<i>Invoice</i>		<i>Reg</i>	<i>User Id</i>				
4801	4610	-\$59.44	2002	262X	GBT1	S00B0270	GBH40	26	610	4B20020626000051		
07-13-02	194	541774530	00001				96895221	06	1		0	
NEAR	00							P		4C20020627000033		
GENERAL SERVICES ADMINISTRATION										9689522		
4801	4610	-\$6.24	2002	262X	GBT1	S00B0270	GBH40	26	610	4B20020704000005		
07-13-02	194	541774530	00001				94352821	06	1		0	
NEAR	00							P		4C20020713000003		
GENERAL SERVICES ADMINISTRATION										9435282		
							06	NEAR	Interface			

V. Most Frequently Used Queries:

1. List of VAT numbers

At the main FMIS menu, click on VATS and List of VAT numbers. This screen will allow you to see all VATs being processed in each fiscal year. It also tells you the Load Date as well as the Records Count. FMIS database holds all VATs for five years.

Figure 20

Vat Num	Eom Indicator	Load Date	Rec Count
296		10/24/02	78430
295		10/23/02	142901
294		10/22/02	59784
291		10/19/02	54763

2. Search by ACT Numbers

For historical data of prior to FY2003, you can use the Search by ACT Number. Click on VATS, and ACT number and choose With Vendor Multi Line. This query will list all transactions for a specific ACT Number. It also will allow you to select Obligation, Accrual, Payment or Adjustment transactions.

Figure 21

ACT Number: 53117301

FY
 2003 2002 2001 2000 1999

NOTE: SQL wildcards of '_' and '%' are supported by this query. For example, Entering 123% will give all records with ACT numbers starting with 123, and 3_5% would give all records with ACT numbers starting with '3' and with a '5' in position 3.

OK Cancel

2. Transactions by Document Number

Because of the unavailability of the ACT Number in Pegasys, this query will allow you to get accounting transactions/entries for all documents that are related to the input document. Click on VATS and choose Transaction by Document Number (s). Enter GP0006974 and click on PO for Purchase Order. Once you have clicked on OK, the report will show the purchase order GP0006974 as well as the receipt RK20021017153. If there is any payment, the report will also show that.

Figure 22

FY
 2003 2002 2001 2000 1999

PR PO RC PA

Doc Num: GP0006974

OK Cancel

Pegasys VAT Transactions

Fiscal Year: 2003

Report Date:

BBFY	AgBu	Fund	BA	Org Cd	Func	OC	CE	PegDocNum	Amd	ILn	Aln	TT	Cat	DTyp	RSrc
<i>PstDat</i>	<i>VAT</i>	<i>WA No</i>	<i>NARA Num</i>	<i>Building</i>	<i>ActNo</i>	<i>Fi</i>	<i>Liq</i>	<i>RefDocNum</i>	<i>Rln</i>	<i>AP</i>	<i>BM</i>	<i>Lt</i>	<i>Misc</i>	<i>Wl</i>	<i>DAc</i>
<i>DocDat</i>	<i>Reg</i>	<i>ProjNo</i>	<i>Alias</i>	<i>Lease</i>	<i>VehTag</i>	<i>SysLoc</i>		<i>RfbyDocNum</i>	<i>Contract Number</i>						<i>CCtr</i>
<i>EBFY</i>	<i>InReg</i>	<i>IPAC Bill</i>	<i>SchNum</i>	<i>ChekNum</i>	<i>No Chek</i>	<i>User Id</i>			<i>Process Acty</i>					<i>Title</i>	
2003		142	GA10	K00G0100	GAH40	25	516	GP0006974		1	01	PO	GP		
10-07-02	280				20833435	2	P		01	10					O
10-01-02	00			GS00GAM0.					GS00GAM030018						
	06						Carol A. Farrell								20833435
2003		142	GA10	K00G0100	GAH40	25	516	GP0006974		1	01	PO	GP		
10-17-02	290				20833435	2	P		01	10					R
10-17-02	00			GS00GAM0.				RK20021017153	GS00GAM030018						
	06						Carol A. Farrell								20833435
2003		142	GA10	K00G0100	GAH40	25	516	GP0006974		1	01	PO	GP		
10-16-02	289				20833435	2	P		01	10					C
10-16-02	00			GS00GAM0.					GS00GAM030018						
	06						Carol A. Farrell								20833435
2003		142	GA10	K00G0100	GAH40	25	516	RK20021017153		1	01	RC	RK		
10-17-02	290				20833435	2	P	GP0006974	1	01	10				O
10-17-02	00			GS00GAM0.					GS00GAM030018						
	06						Carol A. Farrell								20833435
2003		142	GA10	K00G0100	GAH40	25	516	RK20021017153		1	01	RC	RK		
10-17-02	290				20833435	2	P	GP0006974	1	01	10				O
10-17-02	00			GS00GAM0.					GS00GAM030018						
	06						Carol A. Farrell								20833435

3. VAT Search

Click on VATS menu and choose VAT Search. This screen mirrors the screen of the VAT Search application (Fort Worth Finance). This screen allows users to extract NEAR transaction (or VAT) with all query fields condensed on one screen. Users will need to input **at least** one of the fields with asterisk (*). The result is the same as that of the VATS Query Grid with Filter and Sort functions. When users choose FY2003, the screen will contain Pegasys-centric data field.

Figure 23a

VAT SEARCH - Current VAT: 119

VAT: Begin: End:

* PC:	<input type="text"/>	Inreg:	<input type="text"/>	* Bldg (CCB):	<input type="text"/>
* ACT #:	<input type="text"/>	Sdate:	<input type="text"/>	Fi:	<input type="text"/>
* Action Code:	<input type="text"/>	Bchno:	<input type="text"/>	Ccd:	<input type="text"/>
* Fund:	<input type="text"/>	Bm:	<input type="text"/>	Trmo:	<input type="text"/>
* BA:	<input type="text" value="61"/>	Type:	<input type="text"/>	Trdy:	<input type="text"/>
* Org Code:	<input type="text"/>	Lino:	<input type="text"/>	Lbhr:	<input type="text"/>
* GLDR:	<input type="text" value="3425"/>	Ssd:	<input type="text"/>	Irs:	<input type="text"/>
* GLCR:	<input type="text" value="3425"/> <input checked="" type="checkbox"/> OR	Mdl:	<input type="text"/>	Lq/c:	<input type="text"/>
* Amount:	<input type="text" value="100000.00"/>	Fc:	<input type="text"/>	Pr:	<input type="text"/>
* Invoice #:	<input type="text"/>	Oc:	<input type="text"/>	Lc:	<input type="text"/>
* Vendor #:	<input type="text"/>	Ce:	<input type="text"/>	Prcom:	<input type="text"/>
* Proj. #:	<input type="text"/>	Adj Ind:	<input type="text"/>	* Wi:	<input type="text"/>
* Doc:	<input type="text"/>	RWA (CCA):	<input type="text"/>	Psdt:	<input type="text"/>

* Key fields - you must enter one of the key fields.

Figure 23b

VAT SEARCH - Current VAT: 308

VAT: Begin: End:

* Book Month:	<input type="text"/>	BBFY:	<input type="text"/>	Liq Cd:	<input type="text"/>
* Act No:	<input type="text"/>	Ctrc Num:	<input type="text"/>	Post Date:	<input type="text"/>
Region Cd:	<input type="text"/>	Actg Period:	<input type="text"/>	Work Item No:	<input type="text"/>
* Fund Cd:	<input type="text"/>	Subsys Id:	<input type="text"/>	Com Ctr Cd:	<input type="text"/>
* BA:	<input type="text"/>	Doc Action:	<input type="text"/>	Veh Tag Id:	<input type="text"/>
* Org Cd:	<input type="text"/>	TT:	<input type="text"/>	Lease No:	<input type="text"/>
* Func Cd:	<input type="text"/>	TJ Doc Cat:	<input type="text"/>	User ID:	<input type="text"/>
* Obj Class Cd:	<input type="text"/>	Dtyp:	<input type="text"/>	Alias:	<input type="text"/>
* Cost Elem Cd:	<input type="text"/>	Actg Event:	<input type="text"/>	Fed Ind:	<input type="text"/>
* GL Entry Cd:	<input type="text"/>	Peg Doc Num:	<input type="text"/>	Agency Bur. Cd:	<input type="text"/>
* Debit:	<input type="text"/>	Actg Lnum:	<input type="text"/>	Inv No:	<input type="text"/>
* Credit:	<input type="text"/>	Itmz Lnum:	<input type="text"/>	Sys Loc:	<input type="text"/>
* Amount:	<input type="text"/>	Rev Srce:	<input type="text"/>	Vendor No:	<input type="text"/>
* Proj No:	<input type="text"/>	Ref Doc Lnum:	<input type="text"/>	Vendor Name:	<input type="text"/>
* RWA:	<input type="text"/>	Ref Doc Num:	<input type="text"/>	Vendor Addr Cd:	<input type="text"/>
* Building:	<input type="text"/>	Rfby Doc Num:	<input type="text"/>	Check No:	<input type="text"/>
* Line Desc:	<input type="text"/>	Prccs Acty:	<input type="text"/>	Sched Num:	<input type="text"/>
Title:	<input type="text"/>			NARA Num:	<input type="text"/>

The result will be as followed:

Figure 24:

VAT TRANSACTIONS														Report Date: 07/03/02 Page 1 of 1				
GI DR	GI CR	Amount	Fund	BA	Org Cd	Func	OC	CE	CstCtrA	Reg	Proj No	TT	Craft	Lbr Hrs	Act No	Mdl	Doc No	Inv No
Bmo	Vat	Vendor	TrsDate	Irs	Liqdtn	Rvr	LbrTyp	PostDte	Cost Ctr B	In Reg	Src Date	PP	SS	Wk/ltm	Commit	Btch	Btch Line	Adj
3502	3425	200,000.00	192X	61	P00X0005	901	25	516		00		E			07807895	01	P0001109	
03	066	322691508						020307		00	2065	P7	11			06	000012	+
3425	3502	822,263.00	192X	61	P00X0001	901	25	516		00		E			15207034	01	P0002131	
03	066	322210905						020307		07	2065	P7	11			08	000001	
3502	3425	822,263.00	192X	61	P00X0002	901	25	516		00		E			15207034	01	P0002131	
03	066	322210905						020307		07	2065	P7	11			08	000001	
3425	3502	105,896.62	192X	61	P0238100	K21	25	515		02		E			05044689	01	FINALRR	
03	066	322776106						020307	NY02822Z	07	2066	KL	10			55	000023	-

4. Fund Status

FundStatus menu contains Query Grid and canned-queries that extract Obligation and Delivered Order by book month. Transactions are displayed in monthly columns at a summarized level. At this point, the Allowance transactions are not being loaded into the Funds Status yet.

Query Grid:

The Funds Status Query Grid allows users to enter any combination of the input criteria. All functionalities of a FMIS query grid are available for the Funds Status query grid, such as % and _ wildcards, double-click on accounting elements as well as save option.

At the main FMIS menu, click on *FundStatus*, and choose *Query Grid*

Figure 25

Region	Fund	BA	Organization	Func	OC	CE	Building	Veh Tag	Contract
			like S00B02%	25					

The query will return the following records:

Figure 26

Region	Fund	BA	Organization	Func	OC	CE	Building	Veh Tag	Contract	Craft	RWA	Lease
00	262X	GBB1	S00B0260	GB000	25	536						
00	262X	GBB1	S00B0260	GB000	25	536						
00	262X	GBB2	S00B0267	GB000	25	516			GS-23K-0088K			GS-23K-008
00	262X	GBB2	S00B0267	GB000	25	516			GS-23K-0088K			GS-23K-008
00	262X	GBB2	S00B0267	GB000	25	516			GS-29F-0119C			GS-29F-011

Similar to the VAT, starting October 2002, the Funds Status of Fiscal Year 2003 and beyond will contain Pegasys-centric data while the Funds Status of Fiscal Year 2002 and prior will continue to hold historical data from NEAR.

Non-Query Grids/Reports:

Under *FundStatus* menu item, there is a group of canned-queries allowing users to create obligation reports. Users can click on any of the report selections.

Users can also change the book month of interest as soon as the data returns without having to re-do the query. The below example is result of an obligation report. At *FundStatus* menu, click on *Obl Fund Rg Ba Org Fc Oc Ce*. This is the report of Obligation by Budget Activity, Organization, Function, Object Class and Cost Element

Figure 27

Report Date: 09/11
FUND: 262X
REGION: 00

Obligations by Budget Activity, Organization, Function Object Class, and Cost Element
 June, 2003 FY: 2003

BA	ORG	F/C	O/C	C/E	OBLIGATIONS			RECOVERIES
					Month	Quarter	YTD	YTD
GBT1	S00B0310	GB921	25	516	0.00	0.00	0.00	0.00
GBT1	S00B0310	GB921	25		0.00	0.00	0.00	0.00
GBT1	S00B0310	GB921			0.00	0.00	0.00	0.00
GBT1	S00B0310	GBE10	26	619	0.00	0.00	0.00	0.00
GBT1	S00B0310	GBE10	26		0.00	0.00	0.00	0.00
GBT1	S00B0310	GBE10			0.00	0.00	0.00	0.00

5. Income and Expense

IncExp menu contains Query Grid and Canned Queries that extract Income and Expense information. The Income Expense Query Grid operates similar to the Fund Status Query Grid with monthly columns and the amount is consolidated at a summarized level and there is no transactional detail.

Figure 28

Reg	Fund	BA	Organization	FC	OC	CE	Building No	Veh Tag Id	Contract	Craft	RWA	Lease	Pr
00	299X	TDAA	A00VA110	TDE99	25	599							
00	299X	TDAA	A00VA110	TDE99	25	516			GS-10F-0034J			GS-10F-003	
00	299X	TDAA	A00VA110	TDE99	25	516							
00	299X	TDAA	A00VA110	TDE01	11	001							

The following IncomeExpense queries will display data from the Renovated NEAR:

- . Fleet Income and Expense
- . PBS Direct Expense, Building Income and Expense, Building GA Expense and Building DCC Allocation

At the ***IncExp*** menu, click on ***PBS*** and choose ***Building Inc and Exp***. The example below is for ***DC0017ZZ***. This query allows users to view the income and expense for any building by book month as well as by fiscal year. The query also shows the GA Overhead expense and DCC Distribution. When clicking on the Exp. Det'l button, users can see the detailed expenses by function code for this building.

Figure 29

	Direct	Recurring Reimbursable	Non-Recurring Reimbursable	Total
Rent:	0.00			0.00
Outleases:	0.00			0.00
Other Direct:	0.00			0.00
Work Auth.:		0.00	0.00	0.00
Total Income:	0.00	0.00	0.00	0.00
Total Expense:	0.00	0.00	0.00	0.00
Net:	0.00	0.00	0.00	0.00
<i>Depreciation included in the 'Direct Expense' figure:</i>				0.00

Work Authorization

The *WorkAuth* menu contains data pertaining to RWAs imported from the RWA database. The Work Authorization Summary and Detailed Query Grids operate like any other query grids. The Work Authorization Summary, on the other hand, will combine the most useful fields from the first two query grids and display on one screen with an option to look at detail when needed.

Figure 30

Work Authorization Summary Report					
W/A Number:	2802662	Termination Date:		Cancel Date:	
W/A Type :	N	Region Code:	02	Last Billed Date:	010825
Org. Code:	P0270001	Agcy Bur. Code:	1200	Start Date:	010320
Fund Code:	192X	Bilg. Off. Addr. Code:	127045	Compl Date:	
Budget Act.:	80	ACT/MDL:		Neg. Compl Date:	
Project No.:		Auth. Amt:	98,528.00	Cum Prod Hours:	0.00
Lease No.:		Bill Amt:	98,528.00	Est. Amt:	98,528.00
Work Item:		Non Overhead Amt:	98,528.00	PY Obl Amt:	98,528.00
Fed Cd:		Overhead Amt:	0.00	CY Obl Amt:	0.00
Project Nature:	SPACE ALTERATIONS			Balance:	0.00
Agcy Acct Data:	92SMS 01 755201 1				

From the *WorkAuth* menu, click on Work Authorization Summary. Enter an RWA number or part of the number in the criteria window. Note that users will not need to use the operator 'LIKE' or '%' when indicating a wildcard. When users need to see the detailed transactions that support the amounts, click on the *Show Detail* button.

The RWA Exception Reports contain special reports regarding RWAs such as:

- . RWAs Without Obligations,
- . RWA With Costs/Obligations Older than One Year,
- . RWAs With Authorized Amount Over \$500,000,
- . M-Year RWAs and
- . Open Items for Completed RWAs.

7. NEAR Open Item Summary and Detail

The NEAR Open Item Summary and Detail can be seen by clicking on the **Misc** from the main menu. Both query grids give users a wide range of data fields to search for the open items as of closing of FY2002.

Figure 31

In Region	Source Date	Preparer	Batch #	Book Mo.	Trans Type	Batch Line #	Subsystem	ACT #	MDL	Act. Coc
06	8109	53	50	04	E	000003	11	. 0	07	A5
07	0108	41	01	04	T	090003	11	00000000	AD	81
07	0108	41	01	04	T	090004	11	00000000	AD	81
07	0108	41	01	04	T	090005	11	00000000	AD	81
07	0108	41	01	04	T	090001	11	00000000	AD	81
07	0108	41	01	04	T	090002	11	00000000	AD	81
07	0119	RD	58	05	E	000001	11	00000000	AD	81

Figure 32

In Region	Subsystem	ACT #	MDL	Book Mo.	Fund	BA	Organization	OC	Fed Ind	Function	CE
00	11	00246738	03	PY	299X	A5	A00VR520	31	1	E99	965
00	11	00246738	05	PY	299X	A3	A00VA150	25	1	E99	516
00	11	00246738	06	PY	299X	A3	A00VA150	25	1	E99	516
00	11	002A0320	01	PY	355X	10	N00A0320	00	2	000	000
00	11	01330193	01	PY	192X	61	P00Y0007	31	2	B41	966

8. Pegasys Open Item Summary and Detail:

The Open Item Summary:

In NEAR, the Open Items Summary has the ACT Number that keeps the obligations, accruals and payments together. However, in Pegasys, each obligation, accrual or payment is treated as separated document.

The Pegasys Open Items Summary will allow you to obtain the obligation/order 'open balance' the accrual/receipt 'open balance' and /or total of all payments for that particular Order/Accounting Line.

Figure 33

Pegasys Open Items Summary Query Grid

Close Retrieve Clear Grid Cancel Zoom% 100 ▲ ▼ Top Bottom

Criteria Entry

ACT No	Fund	BBFY	Reg	BA	Organization	Func	OC	CE	Vendor No	Proj No	Rwa No
	262X	2002			S00B0310						

Figure 34

Pegasys Open Items Summary Query Grid

Close Filter Sort New Query Zoom% 100 ▲ ▼ Top Bottom Row(s) 39

ACT No	Fund	BBFY	Reg	BA	Organization	Func	OC	CE	Vendor No	Proj No	Rwa No	Building	Sys Loc
14109146	262X	2002	00	GBT1	S00B0310	GBH40	25	516	112724281				
14210336	262X	2002	00	GBT1	S00B0310	GBH40	23	380	330738405				
15176725	262X	2002	00	GBT1	S00B0310	GBH40	23	380	330738405				
15225184	262X	2002	00	GBT1	S00B0310	GBH40	25	516	362952904				
15315492	262X	2002	00	GBT1	S00B0310	GBH40	25	516	C32272449				

Figure 35

Pegasys Open Items Summary Query Grid

Close Filter Sort New Query Zoom% 100 ▲ ▼ Top Bottom Row(s) 39

n	Rqst DocLn	Comm Itmz Line	Commitment Bal	Ord Dtyp	Ord Doc Num	Ord DocLn	Order Bal	Est Accr Bal	Accrual Bal	Total Payments
				CL	CL0071803	1	\$0.00			\$57.79
				CL	CL0084977	2	\$0.00			\$61.26
				CL	CL0096551	2	\$0.00			\$30.68
				CL	CL0102339	1	\$0.00			\$361.39
				CL	CL0113707	1	\$0.00			\$23.63

The Open Item Detail:

In NEAR, the Open Items Detail is merely a list of all transactions that support the Commitment Balance, Undelivered Order Balance, Accrual Balance and Total Payments in the Summary (FD47A).

In Pegasys, the Open Items Detail will allow us to search for ALL Documents from Request, to Purchase Order, to Receipt and to the Payments. It is very similar to the 'Reference Tree' when you use Pegasys On-Line with one difference-it shows you the balance/amount of each document. The functionality of the query grid is the same with the Summary query grid.

User can enter a Purchase Request Document Number and the query will return all documents that link to that Purchase Request. If users enter a Payment document number, the query will return all receipts, order and request (when applicable). Keep in mind that the relationship from Request to Payment is one to many while the relationship from Payment to Request is many to one.

For example, when searching for all open item documents related to the purchase order 4B20020509000050, you will find 2 payment lines and 4 receipt lines related to that purchase order. If using one of the payment document, 4J20021005001210 line 1, in the query, you will only find one receipt line and one purchase order line related to that payment.

The following screen is the result of Pegasys Open Items Detail query on payment document 4J20021005001210. When FMIS and Pegasys are fully implemented, users can double-click on the document number; for instance, for payment 4J20021005001210, you will find the Pegasys accounting transaction posted for that document number and the lines related to it.

Figure 35

The screenshot shows a software interface titled "Pegasys Open Items Detail Query Grid". At the top, there are control buttons: Close, Filter, Sort, New Query, Zoom% (set to 100), Top, Bottom, and Row(s) (set to 6). Below these is a data grid with columns: AE Doc Line, AE Itmz Line, Est Accr Bal, Rct Doc Num, Rct Doc Line, Rct Itmz Line, Receipt Amt, and Pymt Doc Num. The data row shows: AE Doc Line (blank), AE Itmz Line (blank), Est Accr Bal (blank), Rct Doc Num (4C20020509000050), Rct Doc Line (1), Rct Itmz Line (blank), Receipt Amt (\$0.00), and Pymt Doc Num (4J20021005001210).

Below the main grid is a "Code Lookup" window. It has buttons: Close, Print, Zoom Up, Zoom Down, and Save. The window title is "Pegasys VAT Transactions" and it specifies "Fiscal Year: 2003" and "Report Date: 0". The grid in this window has columns: BBFY, AgBu, Fund, BA, Org Cd, Func, OC, CE, PegDocNum, Amd ILn, Aln, TT, Cat, DTyp, RSrc. Sub-headers include: PstDat, VAT, WVA No, NARA Num, Building, ActNo, FI, Liq, RefDocNum, Rln, AP, BM, Lt, Misc, WI, DAc, DocDat, Reg, ProjNo, Alias, Lease, VehTag, SysLoc, RfbyDocNum, Contract Number, CCtr, EBFY, InReg, IPAC Bill, SchNum, ChekNum, No, Chek, User Id, Process Acty, Title.

The data in the Code Lookup window is as follows:

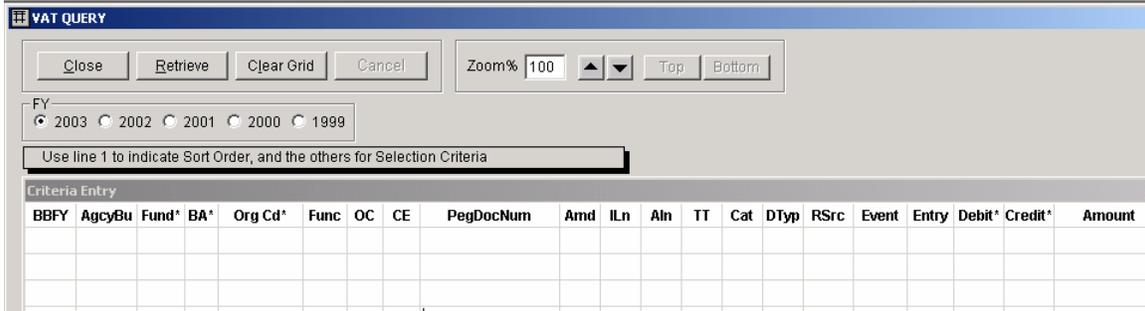
BBFY	AgBu	Fund	BA	Org Cd	Func	OC	CE	PegDocNum	Amd ILn	Aln	TT	Cat	DTyp	RSrc
2002		192X	PG61	P0425303	PGA41	25	512	4B20020509000050		1	01	PO	4B	
10-05-02	278			FL0064AE	00461869	2	P		00					R
10-01-02	04							4C20020509000050						N
	07							NEAR Interface						00461869

9. Pegasys VAT Query Grid:

In the VAT menu, you will find the same query grids available for researching the new Pegasys VAT as well as the former NEAR VAT query grids. This is to allow users to look at the new Pegasys accounting transactions and get familiar with the data. Most of the NEAR accounting data elements remain unchanged. However, there are additional Pegasys-centric data elements such as Pegasys Document Number, Document Type, Document Category, Transaction Type, Accounting Event, and etc. The entire list of the Pegasys VAT's data elements with their definitions is included at the end of this training manual.

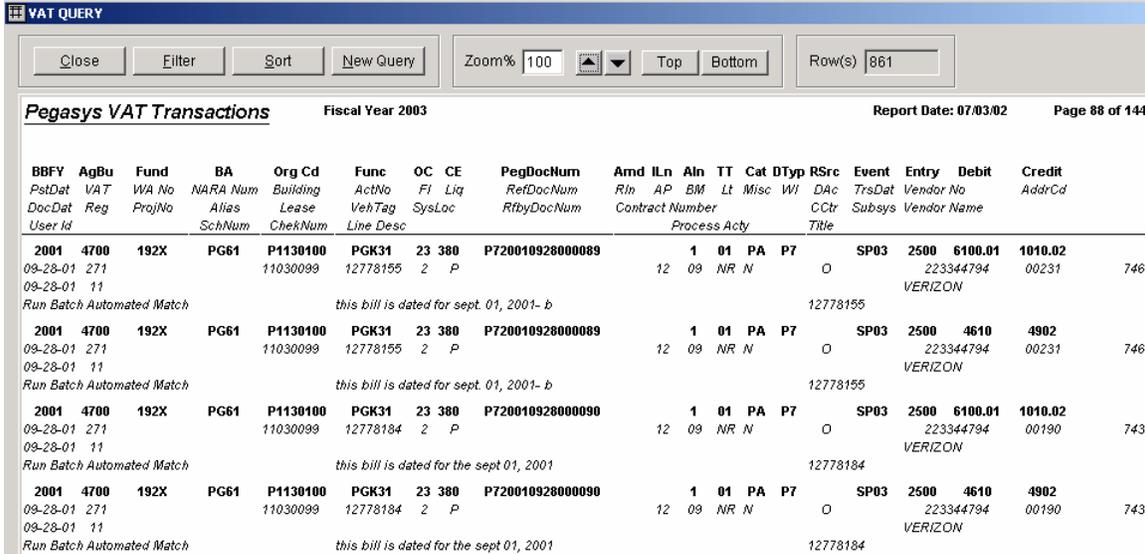
When clicking on radio button for FY 2003, input grid will display Pegasys data elements. If choosing radio button for FY 2002, users will see the current input grid with NEAR data elements.

Figure 36



The Pegasys accounting transactions will be displayed in four lines because the 180-character NEAR records has been expanded as shown below. The full report is also included at the end of this document.

Figure 37



10. Pegasys Trial Balance Detail and Summary Query Grid

This query grid allows users to look at Pegasys Trial Balance in detail as well as in summary. With the detail query grid, users will see the month activity in the Trial Balance. The summary Trial Balance allows users to see Prior Month Close, Change in the current month and Year to Date Balance

11. NEAR Trial Balance Query Grid

This query also allows users to look at the general ledger information such as Prior Month Close, Change in the current month and Year to Date Balance by Fund, Region and General Ledger. However, this query is for NEAR Trial Balance in FY2002 and prior years

12. RPADS and RPADS Capital Report

RPADS Query Grid and the RPADS Capital Report capture depreciation and capitalization information for all buildings for Fund 192X.

13. Database

The '*Database*' menu item includes the following selections:

Data Elements - listings of the data element description tables (e.g. action codes). These are the codes used in Pegasys and NEAR transactions. For detail definitions, users can click on *Help* at the main menu, choose *UserGuide*, and click on *database* and *Data Field Definitions*.

Cost Centers - listings of the cost center description tables (e.g. building number)

General Ledger Codes - listings of Standard General Ledger accounts description tables.

Table Descriptions - a list of the tables in the FMIS database.

Load Status - when each FMIS table was last updated.

Indexes - a list of the indexes on each of the FMIS tables. Queries where the user specifies criteria for an indexed field can speed up the query significantly.

Pegasys Valid Accounting Transactions (VAT)

Data	Description
BBFY	The Beginning Budgeted Fiscal Year is part of the Fund ID, that shows what years funds are being charged
AgcyBu	The Agency Bureau Code
Fund	The fund code
BA	The budget activity code
Org Cd	The organization code
Func	The function code which now has five (5) positions
OC	The object class generated in Pegasys
CE	The cost element code-also referred as BDOB code
PegDocNum	The Pegasys Document Number is the document number that was assigned by Pegasys when the document was processed.
Amd	The amendment number is a number assigned when an amendment is processed.
ILn	The itemized line number is the line number of the Pegasys document when an itemized commitment, an itemized order, an itemized receipt or itemized payment was prepared.
ALn	The accounting line number is the accounting line number of the document processed.
TT	The transaction type is a two-position code that is used in conjunction with the fiscal year, document type, and process activity to determine the transaction definition. The transaction definition determines the accounting event and general-ledger posting model associated with a transaction.
Cat	The document category is a two-position code that denotes the category of the document. For example, the document types "PP" (PBS Non-Itemized Order), "TP"

(FTS Non-Itemized Order) and “FP” (FSS Non-Itemized Order) all fall under the “umbrella” of the document category PO (Non-Itemized Purchase Order).

DTyp	The document type is a two-position code that distinguishes the type of document was processed. (i.e. PP is a PBS non-itemized order).
RSrc	The revenue source code is a four-position code that further defines the type of revenue. For example, revenue is “direct” or “reimbursable”.
Event	The accounting event is a four-position, pre-defined code, which signifies the type of financial activity to be performed by a given transaction. Accounting events also provide a basis for certain accounting-related edits to be performed on documents being processed.
Entry	The entry code is a four-position, pre-defined code that is used in conjunction with the sequence number to determine the debit and credit (need clarification from Ken D.)
Debit	The debit of the accounting transaction
Credit	The credit of the accounting transaction
Amount	The dollar amount of the accounting transaction
PstDat	The post date is the date that the transaction was processed.
VAT	The valid accounting transaction (VAT) number is the number of the cycle the transaction was processed.
RWA No	The reimbursable work authorization. This is the agreement number in Pegasys
NARA Num	A ten-position field used by National Archives (NARA). This is User Dimension 5 in Pegasys.
Building	The building number
ACT No	The accounting control number that was assigned/used in NEAR. In October 2002, ACT numbers will no longer be generated. The Act Number is shown for historical purposes and will be gradually phased out.

FI	The fed/non-fed indicator.
Liq	The liquidation code is a code that shows if the transaction is “partial” or “final”.
RefDocNum	The referenced document number is the number of the previous document processed in this document chain. For example, if this transaction is for a receipt document, the referenced document number will be the order document number.
RLn	The referenced accounting line is the accounting line of the referenced document.
AP	The accounting period is the month that the accounting transaction was processed. This period starts with the first cycle of the month and ends with the last cycle of the month. The accounting period in Pegasys for October is 01.
BM	The book month is the calendar month that corresponds with the accounting period. For example, the book month for accounting period 01 (October) is 10.
Lt	The line type is a two-position code that is similar to the adjustment indicator that denotes if the transaction is a “Normal” (NR) or a “Credit” (CR) transaction.
WI	The work item.
DAc	The document action code is a one-position code that shows the action against a document. (i.e. X is cancelled, C is a correction, A is amendment, O is original and R is liquidation)
TrsDat	The treasury date of the transaction.
Vendor No	The Pegasys vendor number
AddrCd	The vendor address code is the address of a vendor.
Invoice	The invoice number
DocDat	The date that the document was created.
Reg	The region of the user
Proj No	The project number

Alias	The alias is a “credit card term” in Pegasys. It consists of the cardholders name and last four-positions of the cardholders credit card number. For security purposes, only the first eight-positions will be displayed.
Lease	The lease number.
VehTag	The vehicle tag number is the tag number of a Fleet Vehicle
SysLoc	The system code for FTS or the location code for FSS.
RfbyDocNum	The Referenced By Document Number is the number of the next document processed in this document chain. For example, if this transaction is for a receipt document being closed by the payment, the payment document number will appear in this field.
CtrcNo	The contract number is the contract number entered in Pegasys
CCtr	The commodity center code.
Subsys	The subsystem designator shows the name of the system that interfaces with Pegasys. (i.e. VITAP, CAPS, TAP, etc.)
Vend Name	The vendor name
EBFY	The Ending Budgeted Fiscal Year is part of the Fund ID that shows what years funds are being charged.
InReg	The region that input the transaction
IPAC Bill	The IPAC Bill Number, available after November 2002.
SchNum	The schedule number is a control number assigned by Pegasys to the payment file sent to Treasury.
ChekNum	The check number is the number assigned by Treasury for a specific check or a trace number for EFT payments.
NoChek	No Check Number, available after Noevember 2002.
Labor Hour	The labor hours from Labor Distribution, available after November 2002.
User Id	The user id identifies the user who processed the accounting transaction.

Process Acty	The process activity code is used in conjunction with fiscal year, document type, and transaction type to determine the transaction definition. The transaction definition determines the accounting event and general-ledger posting model associated with a transaction.
Title	Currently, this field is used to house the NEAR ACT Number. In the future, it may be used to house document number from an interface system (check with Lynne for definition)
Line Description	The line description is the first 40 positions of the Line Description in the document line.

Pegasys Transaction Categories

CAT	DTYPE	DESCRIPTION
AA	A1	Appropriation
AA	AA	Appropriation
AA	R1	Fund Level
AC	A3	Allotment
AC	R3	Allowance
AE	1E	VCPC -Estimated Accrual
AE	2E	VITAP-FTS Estimated Accrual 3-way
AE	AE	Estimated Accrual 3-way
AE	AN	Estimated Accrual No-way
AE	AR	Self-Reversing Estimated Accrual
AE	AX	TEST -Self-Reversing Estimated Accrual
AE	BE	Bulk Load Estimated Accrual
AE	BQ	Bulk Load Estimated Accrual (self-reversing)
AE	HE	TOPS - Estimated Accrual 3-way
AE	LE	CSC - Estimated Accrual No-way
AE	LR	Lease Suspense Accrual
AE	LU	Lease Misc. Accrual
AE	LY	Lease Year End Accrual
AE	UE	UPPS - Estimated Accrual No-way
AI	AI	Itemized Estimated Accrual
AL	A5	Operating Plan
AL	R5	Lower Level Plan 1
AO	A2	Apportionment
AO	R2	Master Allowance
AT	AT	Appropriation Transfer
AW	A7	Lower Level 2
CX	N6	Disbursement Cancellation R6
CX	N7	Disbursement Cancellation R7
CX	NE	Disbursement Cancellation Ext Ser
ED	ED	External Direct Agreement
IC	IC	Itemized Receipt 6
IC	IF	Itemized Receipt 7
ID	IB	IBAA
ID	ID	Internal RWA
IF	CC	Credit Card Cost Transfer
IF	CP	Credit Card Payment
II	FE	FED EX Invoice
II	I6	Itemized Match Invoice 3-Way R6
II	I7	Itemized Match Invoice 3-Way R7
II	IK	Itemized Match Invoice 2-Way R6
II	IW	Itemized Match Invoice 2-Way R7
IO	CI	Credit Card Itemized Log
IO	FO	FSS-Itemized Purchase Order
IO	FZ	FSS-Itemized Interagency
IO	GO	GMA-Itemized Purchase Order
IO	GZ	GMA-Itemized Interagency

IO	IT	Itemized Intra-agency
IO	OO	Other-Itemized Purchase Order
IO	OZ	Other-Itemized Interagency
IO	PO	PBS-Itemized Purchase Order
IO	PZ	PBS-Itemized Interagency
IO	TO	FTS-Itemized Purchase Order
IO	TZ	FTS-Itemized Interagency
IO	XO	Client-Itemized Purchase Order
IO	XZ	Client-Itemized Interagency
IO	ZO	PresTrans-Itemized Purchase Order
IQ	IQ	Itemized Request
JV	BB	Beginning Balance
JV	CE	Closing Entry
JV	JV	Journal Voucher
JV	RE	Reinstatement Entry
MI	5I	FEDPAY - On-Line Invoice
MI	6V	TMR-VOUCHER
MI	8I	TAP On-Line Invoice
MI	9F	FLEET Interface Europe Invoice
MI	9I	FLEET Interface Domestic Invoice
MI	9M	FLEET Europe Manual Invoice
MI	9V	FLEET Interface Domestic Invoice ONLINE
MI	CD	DC COURTS DIRECT PAY INVOICE
MI	CN	DC COURTS DIRECT PAY NOT SUBJECT TO PP
MI	D6	Direct Pay - Region 6, Under \$2,500
MI	D7	Direct Pay - Region 7, Under \$2,500
MI	DC	Direct Pay - Region 6, Over \$2,500
MI	DF	Direct Pay Region 7, Over \$2,500
MI	DK	Finance Direct Pay - Region 6
MI	DW	Finance Direct Pay - Region 7
MI	DX	Finance Direct Pay - External Client
MI	E1	Refunds - ADV From Others
MI	E2	Prepayments/Refunds (General, Pers Prop, Real Prop)
MI	E3	Refunds - A/R Reclass
MI	E4	Refunds - TAP Advance
MI	E5	Refunds - Deferred Credit General
MI	E6	Refunds - Deferred Credit Unamort Short Term
MI	M6	Match Invoice 3-Way R6
MI	M7	Match Invoice 3-Way R7
MI	MC	DC COURTS 3-WAY INVOICE
MI	MJ	Mat Inv 3-Way R7 Partial
MI	MK	Match Invoice 2-Way R6
MI	MM	Mat Inv 3-Way R6 Partial
MI	MT	DC COURTS 2-WAY INVOICE
MI	MW	Match Invoice 2-Way R7
MI	NI	NARA Match Invoice 3-Way
MI	NK	NARA Match Invoice 2-Way R6
NV	NV	Internal Voucher
PA	4D	NEAR-Payments
PA	4J	NEAR Interfund
PA	4M	NEAR-Contract Holdback
PA	4N	NEAR-Contract Holdback Release
PA	5D	FEDPAY - Payment Authorization

PA 5P FEDPAY - On-Line Payment Authorization
 PA 6D TMR - Payment Authorization
 PA 6N TMR - OPAC Collection
 PA 6P TMR - On-Line Payment Authorization
 PA 7D CAPS - Payment Authorization
 PA 8D TAP - Payment Authorization
 PA 8J TAP - InterFund Charges
 PA 8P TAP - On-Line Payment Authorization
 PA 9D AUTOPAY - Payment Authorization (Domestic)
 PA 9G AUTOPAY - Payment Authorization (Foreign)
 PA 9P AUTOPAY - Payment Authorization (Domestic)
 PA BA Borrowing Authority Payment
 PA BC Bulk Load Payment (non-referencing) DC Courts
 PA BD Bulk Load Payment (referencing)
 PA BJ Bulk Load Interfund Payment (referencing)
 PA BN Bulk Load Interfund Payment (non-referencing)
 PA BZ Bulk Load Payment (non-referencing)
 PA CA DC Courts Payments STPP
 PA CB DC Courts Payments NSTPP
 PA HR Holdback Release
 PA HY Interfund - Pegasys Capitalization
 PA KP NEAR Reference Interfund
 PA LM Lease Misc. Payment Authorization
 PA LP Lease Payment Authorization
 PA OC CONVERSION - Payments
 PA P1 External Services Travel Payment
 PA P2 External Services Travel Collection
 PA P3 Travel Relocation Payment
 PA P4 Travel Relocation Collection
 PA P5 Expenditure Refund
 PA P6 Payment Authorization-Reg 6 Prompt Pay
 PA P7 Payment Authorization-Reg 7 Prompt Pay
 PA P8 Payment Authorization-Reg 6 NonPrompt Pay
 PA P9 Payment Authorization-Reg 7 NonPrompt Pay
 PA PA Payment Authorization Conversion
 PA PB Prepayments/Refunds (General, Pers Prop, Real Prop)
 PA PD Refund - A/R Reclass
 PA PE Refund - TAP Advance
 PA PF Payment Authorization Fedex
 PA PG Refund - Deferred Credit General
 PA PI Refund - Deferred Credit Unamort Short Term
 PA PM Manual Payment Authorization
 PA PQ Revenue Refund
 PA PU Allocate Prepayment
 PA QJ RWA - Interfund Charges
 PA UD UPPS - Payment Authorization
 PA UJ FEDBILL - Interfund Charges
 PA WJ AUTOBILL - Interfund Charges
 PA YJ CBG - Interfund Charges
 PO 1B EAS-Order
 PO 2B VITAP-FTS Order
 PO 4B NEAR-Obligation
 PO BW Borrowing Authority Order

PO	CF	DC COURTS FIXED ORDER
PO	CL	Credit Card Log
PO	CO	DCC-Non-Itemized Purchase Order
PO	CY	DC COURTS Travel/Training Obligation
PO	EG	External Services Grant Obligation
PO	EO	External Services Obligation
PO	FP	FSS-Non-Itemized Purchase Order
PO	FX	FSS-Non-Itemized Interagency
PO	GP	GMA-Non-Itemized Purchase Order
PO	GX	GMA-Non-Itemized Interagency
PO	HB	TOPS - Order
PO	HX	Non-Itemized Intra-agency - Pegasys Capitalization
PO	IX	Non-Itemized Intra-agency
PO	IY	Fedstrip Obligation
PO	IZ	Client Intra Agency Order
PO	LT	Travel Relocation Obligation
PO	NO	NARA 3-way Obligation
PO	NP	NARA- Purchase Order
PO	NR	NARA Printing
PO	NT	NARA 2-way Obligation
PO	NX	NARA- Interagency
PO	OP	Other-Non-Itemized Purchase Order
PO	OX	Other-Non-Itemized Interagency
PO	PJ	PBS 3-way Obligation
PO	PN	PBS Construction Obligation
PO	PP	PBS-Non-Itemized Purchase Order
PO	PS	PBS Supplemental Lease Agreement
PO	PT	Presidential Transition-Non-Itemized PO
PO	PX	PBS-Non-Itemized Interagency
PO	TP	FTS-Non-Itemized Purchase Order
PO	TX	FTS-Non-Itemized Interagency
PO	XP	Client-Non-Itemized Purchase Order
PO	XX	Client-Non-Itemized Interagency
PO	ZP	PresTran-Non-Itemized Purchase Order
PO	ZX	PresTrans-Non-Itemized Interagency
PR	1A	EAS-Request
PR	4A	NEAR-Commitment
PR	BL	BPA with Limitations
PR	BP	BPA without Limitations
PR	IG	Intra-agency Purchase Request
PR	LO	Lease Purchase Request
PR	PR	Purchase Request
PR	RR	Purchase Request - RWA
RC	1C	EAS-Receiving Report
RC	1Z	Test EAS Receipt
RC	2C	VITAP-FTS Receiving Report
RC	4C	NEAR-Accrual
RC	HC	TOPS - Receiving Report
RC	RC	Receipt-Conversion/Interface Only
RC	RD	Receipt - Borrowing Authority
RC	RK	Receipt6
RC	RM	Receipt-Manual
RC	RW	Receipt7

RC	RX	TEST -Receipt6
RC	RZ	Test - Receipt
RP	BR	Budget Reprogramming
RS	RS	Reservation
SA	A6	Lower Level 1
SA	R6	Lower Level Plan 2
SL	A4	Allowance
SL	R4	Operating Plan
SV	3K	PAR - Commitments/Accruals
SV	3L	PAR - All Other
SV	3M	PAR - Refunds/Advances
SV	3P	PAR - Disbursements
SV	4E	NEAR-Income
SV	4F	Payroll Commitment
SV	4G	Payroll Accrual
SV	4H	Payroll Payment
SV	4I	Labor Distribution
SV	4K	NEAR-Temporary Accrual
SV	4L	NEAR-Adjustment
SV	4P	NEAR-Temporary Income Accrual
SV	5B	FEDPAY - On-Line Cash Adjustments
SV	5C	FEDPAY - On-Line All Other
SV	5K	FEDPAY - Reversible Obligations/Accruals
SV	5L	FEDPAY - All Other
SV	5Q	FEDPAY - Claim Collection
SV	6K	TMR - Reversible Accrual
SV	6L	TMR - OPM Reconciliation
SV	8L	TAP - All Other
SV	8Q	TAP - Collection
SV	9R	RWA-SV
SV	BK	Bulk Load Adjustment/Interfund
SV	BV	Borroing Authority Adjustments
SV	C6	NEAR Disbursement Cancellation - 6
SV	C7	NEAR Disbursement Cancellation - 7
SV	DL	FBF Rent & REIM - All other
SV	DQ	FBF Rent & REIM - Collections
SV	EL	Mgmt Rptg - FBF
SV	ET	Expense Transfer
SV	EU	Clear Prepayment
SV	EX	TEST -Expense Transfer
SV	FL	MultiFund AR
SV	GL	RPADS - Capitalization of Assets
SV	HK	TOPS reversible accruals
SV	HZ	Pegasys Capitalization SV's
SV	IA	External Services Investments
SV	JL	Labor Distribution
SV	KK	NEAR Reversible obligation and Income
SV	KL	NEAR All Other Adjustments
SV	KM	NEAR Interfund Adjustments
SV	KQ	NEAR Cash Collections
SV	LA	Travel Relocation Interfund/Employee Claim
SV	LC	Travel Relocation Interfund Cost Transfer
SV	LS	Travel Relocation Billing

SV ML	GSF - Cost Allocation Interfund Transfers
SV PC	AM Payment Correction - Budget Update
SV PH	Holdback Cancellation - Non Reimbursable
SV QL	RWA - All Other
SV QQ	RWA - Collections/Chargebacks
SV SA	Conversion Spending Adjustment
SV SC	Temporary Accrual/Temporary Obligation Reduction
SV SL	NEAR Billing Module
SV SP	Standard Voucher - Credit Card CP Correction
SV SV	Standard Voucher
SV UL	FEDBILL - All Other
SV UQ	FEDBILL - Collections
SV VL	FAIM
SV WK	AUTOBILL - Reversible Accrual
SV WL	AUTOBILL - All Other
SV WQ	AUTOBILL - OPAC Collections
SV XL	TIRES
SV YK	CBG - Reversible Income Accruals
SV YL	CBG - All Other
SV ZL	RENT Module
TG CT	Credit Card Training Log
TG FW	FSS-Training Order
TG FY	FSS-Prepaid Training Order
TG GW	GMA-Training Order
TG GY	GMA-Prepaid Training Order
TG NY	NARA-Prepaid Training Order
TG OW	Other-Training Order
TG OY	Other-Prepaid Training Order
TG PW	PBS-Training Order
TG PY	PBS-Prepaid Training Order
TG TW	FTS-Training Order
TG TY	FTS-Prepaid Training Order
TG XW	Client-Training Order
TG XY	Client-Prepaid Training Order
TR TR	Training Request
VEND 1VEN	Vendor-EAS
VEND 2VEN	Vendor-ITOMS
VEND 4VEN	Vendor-NEAR
VEND VC01	Vendor-NEAR
VEND VC02	Vendor-NEAR
VEND VC03	Vendor-NEAR
VEND VC04	Vendor-NEAR
VEND VC05	Vendor-NEAR
VEND VC06	Vendor-NEAR
VEND VC07	Vendor-NEAR
VEND VC08	Vendor-NEAR
VEND VC09	Vendor-NEAR
VEND VC10	Vendor-NEAR
VEND VC11	Vendor-NEAR
VEND VC12	Vendor-NEAR
VEND VC13	Vendor-NEAR
VEND VC14	Vendor-NEAR
VEND VC15	Vendor-NEAR

VEND VC16	Vendor-NEAR
VEND VC17	Vendor-NEAR
VEND VC18	Vendor-NEAR
VEND VC19	Vendor-NEAR
VEND VC20	Vendor-NEAR
VEND VC21	Vendor-NEAR
VEND VC22	Vendor-NEAR
VEND VC23	Vendor-NEAR
VEND VC24	Vendor-NEAR
VEND VC25	Vendor-NEAR
VEND VC26	Vendor-NEAR
VEND VC27	Vendor-NEAR
VEND VC28	Vendor-NEAR
VEND VC29	Vendor-NEAR
VEND VC30	Vendor-NEAR
VEND VC31	Vendor-NEAR
VEND VC32	Vendor-NEAR
VEND VC33	Vendor-NEAR
VEND VC34	Vendor-NEAR
VEND VC35	Vendor-NEAR
VEND VC36	Vendor-NEAR
VEND VENC	Vendor-Contracting Officer
VEND VEND	Vendor Document
VEND VENF	Vendor-Finance
VI EV	External Services Travel Voucher/Invoice
VI IN	Non-Match Invoice For Invoice Returns
VI LV	Travel Relocation Voucher/Invoice
VI NA	Not Automated Match Invoice